

GEAR UP TN 3.0 Required Services Chart

Rigor: Academically prepare all students for postsecondary education through rigorous curriculum and academic support.

<i>Strategy 1: Ensure all students have necessary academic content knowledge and supports for success in postsecondary education.</i>				
<i>Strategy 2: Ensure all students have equitable access to rigorous course opportunities, especially early postsecondary opportunities.</i>				
Minimum Grant Services Per	9th	12th	COMPLETION DEADLINE	Comments and Clarifications
Data-driven academic tutoring (target: 20% of student population, specify data driven criteria)	X		Ongoing	Tutoring must be available for all cohort students using either GEAR UP TN funding or existing school-based resources. In order to fulfill the tutoring requirement, sites must do one of the following: 1) implement a tutoring program through GEAR UP TN funding; 2) enhance an existing school tutoring program through technology, transportation, staff, etc.; or 3) request a tutoring exemption from the central office. All sites are required to identify available tutoring programs, when they are offered, and the intended target audience. Sites requesting an exemption must demonstrate that high-quality tutoring is accessible to all students through existing school or district resources. Sites must articulate how they will support increased academic achievement through other GEAR UP TN services. Tutoring exceptions must be submitted to regional coordinators at the time of final work plan submission. Even if an exception is granted, sites should use the College Planning Session structure as a means of directing students toward tutoring services when appropriate resource to supplement tutoring.
Academic progress monitoring	X		Ongoing	Schools will create and implement structures to monitor students' academic progress through PLC discussions, progress reports, and report cards; and schools will assist, support, and encourage students to avail themselves of academic support services to the extent they are available, including tutoring and mentoring. Sites are asked to outline what structures will be in place, either existing or new, to monitor students' academic progress as part of the service description in the school work plan. GEARUP TN central office will provide additional support for this service.
One additional student service - Rigor (target: all students or a subset based on data).	X		May 31, 2020	Sites will implement at least one additional student service supporting the pre-algebra and algebra GEAR UP TN objectives. Sites may consider targeting service delivery using course grade or TN Ready proficiency data. Please consider coordinating this effort through your 9 th grade math instructor (s).

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One Summer academic enrichment program (target:10% of student population)	X			Summer activities should encourage student enrollment in rigorous, challenging curricula and coursework with a focus on ensuring students are academic on track. Services may include educational field trips to prepare students for careers and college, academic camps, etc. Consider programming that allows students to explore high school CTE and STEAM courses, clubs and organizations, career exploration, and high school elective courses. Sites should strive to have 10 percent of their cohort student population participate in summer academic enrichment programming.

GEAR UP TN 3.0 Required Services Chart

Reach Higher: Create school and community environment characterized by expectation, policies, and initiatives that support all students' pursuit of postsecondary education.

Strategy 1: Create college-going identities among students.

Strategy 2: Create a schoolwide college-going culture and foster collective responsibility for the postsecondary preparedness and transition of all students.

Minimum Grant Services Per School	9th	12th	COMPLETION DEADLINE	Comments and Clarifications
One GEAR UP TN Orientation/High School (target: 80%-100% of student population)	X	X	September 1, 2019	Provide a program orientation to all GEAR UP TN students to ensure they understand the GEAR UP TN program and the opportunities available to them. Sites have the option to provide separate events for parents or invite parents to the student event. Think about ways to maximize student participation. Prior GEAR UP TN implementation experience indicates that an event during school hours results in greater student participation.
Career/college atmosphere	X	X	October 1, 2019	GEAR UP TN Collaboratives and their partners will work together on how to create a school environment that emphasizes career and postsecondary-going. This includes transforming the hallways and corridors at GEAR UP TN schools with college-going themes, messages, and information. Additionally, schools are encouraged to hang posters with college-going messages, university/college banners, etc. Other suggestions include: bulletin boards to communicate age appropriate information about college-going, establishing one day a week as college t-shirt day for faculty, etc. Sites are asked to outline their plans to create a career/college atmosphere as part of the service description in the school work plan.
Two college visits - 9th grade (target: 80%-100% of student population)	X	-	May 31, 2019	For 9th graders, college visits will focus on helping students envision themselves as college-goers and expose students to the range of higher education opportunities that are available. College visits should include an official tour and a presentation(s) by admissions, academic departments, athletics, student affairs, residence life, multicultural affairs, or other college departments. For the cohort, focus on building aspiration among all students. At least one of the college visits must include a visit to a Tennessee College of Applied Technology. It is expected that a good faith effort is made for every cohort student to attend at least two college visits. At midterm and semester end, GEAR UP TN central office staff will send each coordinator a no participation report, listing cohort and senior students who have not attended a college visit. Each site coordinator will work with their regional coordinator to increase student participation prior to the due date.

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Reach Higher: Create school and community environment characterized by expectation, policies, and initiatives that support all students' pursuit of postsecondary education.

Strategy 1: Create college-going identities among students.

Strategy 2: Create a schoolwide college-going culture and foster collective responsibility for the postsecondary preparedness and transition of all students.

Minimum Grant Services Per School	9th	12th	COMPLETION DEADLINE	Comments and Clarifications
One college visit - 12th grade (target: 80%-100% of student population)	-	X	May 31, 2020	For 12th graders, college visits should focus on the transition to higher education and the resources available on campus to help students succeed - student support services, academic resources, etc. An effort should be made to organize college visits to institutions that match students' academic credentials and interests, including colleges of applied technology, community colleges, universities, etc. It is expected that a good faith effort is made for every cohort student to attend at least one college visit. At midterm and semester end, GEAR UP TN central office staff will send each coordinator a no participation report, listing cohort and senior students who have not attended a college visit. Each site coordinator will work with their regional coordinator to increase student participation prior to the due date.
Attendance monitoring	X	-	Ongoing	Schools will enhance or create and implement structures to monitor and address student absenteeism. Sites are asked to outline what structures and interventions will be in place, either existing or new, to monitor students' absenteeism as part of the service description in the school work plan. What interventions will be in place for chronically absent students? Emphasis should be placed on the development of interventions to address absenteeism.
One additional student service - Reach Higher (target: 80% - 100% of student population)	X	-	May 31, 2019	Sites will implement at least one additional student service supporting one of the Reach Higher priority GEAR UP TN objectives. Sites might consider non-cognitive skill development that reinforces students' college-going identity.

GEAR UP TN 3.0 Required Services Chart

Relevance: Connect career aspirations and skills to students' educational goals.

Strategy 1: Provide students with progressively meaningful career experiences moving from awareness to immersion.				
Minimum Grant Services Per School	9th	12th	COMPLETION DEADLINE	Comments and Clarifications
One Career Exploration Opportunity (target: 80% - 100% of student population)	X	-	May 31, 2020	Sites are asked to provide each student one of the following opportunities (1) an in-class learning opportunity with seminar series or demonstrations facilitated through the CTE departments, Academy Coaches, or presentations from industry professionals, (2) a job site visit or job shadowing experience tailored to the students' identified interest from the College Planning Sessions or high school course selection, or (3) attendance to a regional or local career fair. It is expected that a good faith effort is made for every cohort student to participate in a career exploration opportunity.
CollegeforTN.org (target: 80% - 100% of student population)	X	-	December 31, 2019	All cohort students will create an account on CollegeforTN.org. Schools should implement a lesson plan provided by the GEAR UP TN central office focused on linking career interests to postsecondary education. Students will take a career assessment, explore career field of interest, and relate their education to their career plans.

GEAR UP TN 3.0 Required Services Chart

Relationships: Foster connections that strengthen students' postsecondary success.

<i>Strategy 1: Draw on the power of peers to encourage collective postsecondary aspiration and going.</i>				
<i>Strategy 2: Engage families in college preparation opportunities.</i>				
<i>Strategy 3: Provide opportunities for every student to develop positive mentoring relationships.</i>				
Minimum Grant Services Per School	9th	12th	COMPLETION DEADLINE	Comments and Clarifications
Mentoring (target: at least 25% of student population, specify data driven criteria)	X	-	Ongoing	Sites must develop and implement a robust college-focused mentoring program to serve cohort students. Mentoring may take many forms and Collaboratives may choose to implement various mentoring programs in order to meet the specific needs of the diverse populations they serve. Sites may target a subset of students for mentoring services (using data). Mentoring structures may include older students mentoring younger students, college students/alumni mentoring current students, or staff/community volunteers mentoring current students.
Newsletter (target: 80% - 100% of student population)	X	X	Once per semester with the Fall Newsletter sent before Sept. 9 th	Newsletters may be formatted using the template provided by the GEAR UP TN central office. Each issue of the newsletter must focus on building college aspiration among GEAR UP students. Additional topics may include: student success strategies; parent involvement and support; upcoming GEAR UP TN events and dates; highlights of recent GEAR UP TN services or successes; information about a specific major, career area, or higher education institution; etc. The GEAR UP TN central office may provide articles for use in the newsletters. Newsletter drafts should be submitted for review to Suzette at least one week before printing. Refer to the Implementation Guide for guidance outlining what counts as a parent or student contact with regards to newsletters.

GEAR UP TN 3.0 Required Services Chart

Raise Awareness: Promote early awareness of the steps necessary to prepare, apply, pay for, and succeed in postsecondary education.

Strategy 1: Communicate with students and their families about postsecondary and career options early and often.

Strategy 2: Demystify the process of applying and paying for postsecondary education.

Minimum Grant Services Per School	9th	12th	COMPLETION DEADLINE	Comments and Clarifications
GEAR UP TN Welcome Packet (target: 80% - 100% of student population)	X	-	September 1, 2019	Each site will arrange for mailing of an introduction/welcome to GEAR UP TN packet to parents. Packet contents and templates will be provided by the GEAR UP TN central office.
College Planning Sessions (target: 80% - 100% of student population)	X	-	April 1, 2020	<p>College Planning Sessions are one-on-one meetings between a GEAR UP TN student or groups of students and a trained adult - typically the GEAR UP TN site coordinator, liaison, mentor, or faculty member. On or before April 1, 2020, GEAR UP TN Collaboratives are responsible for conducting/coordinating at least one College Planning Session with each cohort student. The sessions are designed to be conducted annually and will serve as the primary vehicle for each GEAR UP TN student to create a plan to accomplish the following milestones prior to high school graduation:</p> <ul style="list-style-type: none"> • Decide upon a postsecondary plan • Decide upon a career or career interest area • Submit at least one application to a college or university • Submit at least one scholarship application • Complete the FAFSA, if eligible • Are directed to appropriate GEAR UP TN services based on individual goals and academic preparedness • Are provided additional support if identified as at-risk based upon early warning indicators (attendance, course grades, etc.) <p>College Planning Sessions may be implemented as part of a comprehensive mentoring program. The GEAR UP TN central office will provide resources, forms, and training to help facilitate College Planning Sessions. The initial meeting should occur during the first semester.</p>

GEAR UP TN 3.0 Required Services Chart

Raise Awareness: Promote early awareness of the steps necessary to prepare, apply, pay for, and succeed in postsecondary education.

Strategy 1: Communicate with students and their families about postsecondary and career options early and often.

Strategy 2: Demystify the process of applying and paying for postsecondary education.

Minimum Grant Services Per School	9th	12th	COMPLETION DEADLINE	Comments and Clarifications
21st Century Scholar Certificate (target: 80% - 100% of student population)	X	X	May 31, 2020	As required by Federal GEAR UP requirements, all GEAR UP TN cohort students must receive a 21st Century Scholar Certificate. The 21st Century Scholars Certificate, provided by the GEAR UP TN central office, will include a summary of Federal and State financial aid that may be available to students. Only students who have not previously received a Certificate should receive one. All documentation pertaining to the 21st Century Scholar Certificates must be kept in the Documentation Notebook. Site coordinators are asked to place 21 st Century Scholar Certificates in the Senior notebook prior to distribution to ensure all Seniors receive a certificate.
Youth Summit (Participation number provided in the Spring of 2020)	X		Summer 2020	Sites should plan on bringing a team of cohort students and chaperones to participate in a multi-day GEAR UP TN Youth Summit which will take place on a college campus in summer 2020. Sites will be responsible for providing travel costs to the event. The number of student slots will be determined based on the size of the Collaborative cohort size.
One Parent/Guardian/Family service - Raise Awareness (target: 30% of students' families)	X	-	December 31, 2019	Sites will implement at least one additional parent/guardian/family service with a focus on increasing GEAR UP TN students' and their families' knowledge of postsecondary education options, preparation, and financial aid. Sample topics include: how to help your student study, financial aid awareness, admission standards, utilizing CollegeforTN.org as a family, etc.
One additional student service - Raise Awareness (target: 80% - 100% of student population)	X	-	May 31, 2020	Sites will implement at least one additional student service that targets the Raise Awareness focus area and strategies. Consider services that provide students with information about the types of postsecondary institutions and degree programs that will enable students to achieve their career goals.

GEAR UP TN 3.0 Required Services Chart

Reinforce Action: Assist students in completing critical steps of the college-going process

Minimum Grant Services Per School	9th	12th	COMPLETION DEADLINE	Comments and Clarifications
Senior Guides Target: (80% - 100% of student population)	-	X	May 31, 2020	<p>The Senior Guide is a comprehensive workbook designed to help GEAR UP TN students create a plan to accomplish the following milestones during their senior year:</p> <ul style="list-style-type: none"> • Decide upon a postsecondary plan • Decide upon a career or career interest area • Submit at least one application to a college or university • Submit at least one scholarship application • Complete the FAFSA, if eligible • Receive appropriate GEAR UP TN support services based on individual goals and academic preparedness <p>The Senior Guide services will be implemented through a series of comprehensive activities done in Senior classes. The GEAR UP TN central office will provide resources, forms, and training to help facilitate Senior Guide implementation. Site coordinators are required to help each use the guide as students complete college applications, local or national scholarship applications, prepare for the workforce or military and when eligible, complete TN Promise and FAFSA applications.</p>
Text Messaging (target: 80% - 100% of student population)	-	X	Ongoing	<p>Site coordinators will have access to a text messaging platform, Signal Vine, to be used with 12th grade GEAR UP TN students. The GEAR UP TN central office will send out strategic text messages that correspond to important college-going milestones. Site coordinators are responsible for monitoring text responses via Signal Vine.</p>
TN FAFSA Frenzy / One-on-one FAFSA Completion counseling (Please see comments for timeline and participation expectations))	-	X	February 1, 2020	<p>TN FAFSA Frenzy is a service or series of services designed to provide opportunity and support for all students to complete a FAFSA (Free Application for Federal Student Aid). It is expected that a good faith effort is made for every eligible senior student to submit a FAFSA. The GEAR UP TN central office will provide resources to assist in the planning, implementation and data tracking of FAFSA completion. Please register to receive TN FAFSA Frenzy resources via Tennessee's Path to College Event registration by August 1, 2019.</p> <p>(Timeline & participation expectations: Senior counts with eligibility submitted to Regional Coordinator by August 15 & 31, 70% of Eligible students applications submitted by November 1,</p>

GEAR UP TN 3.0 Required Services Chart

Reinforce Action: Assist students in completing critical steps of the college-going process

Minimum Grant Services Per School	9th	12th	COMPLETION DEADLINE	Comments and Clarifications
TN Promise Application Workshop	-	X	November 1, 2019	Every eligible cohort student should have the opportunity and support to complete a TN Promise Application. The GEAR UP TN central office will provide resources to assist in the planning and implementation of TN Promise Application resources. It is expected that a good faith effort is made for every eligible senior student to submit a TN Promise application. The GEAR UP TN central office will also provide student application tracking data. (Timeline & participation expectations: 30% of Eligible student applications submitted by August 31, 60% of Eligible student applications submitted by September 30, 80%-100% of Eligible student applications submitted by October 31)
TN Promise Community Service Opportunity	-	X	May 31, 2019	Site coordinators are asked to communicate at least one opportunity for students to complete their TN Promise community service requirement for Spring 2019. Site coordinators are encouraged, but not required, to coordinate a volunteer opportunity for cohort Tennessee Promise students.

Reinforce Action: Assist students in completing critical steps of the college-going process

Minimum Grant Services Per School	9th	12th	COMPLETION DEADLINE	Comments and Clarifications
College Application and Exploration Week (target: 80% - 100% of student population)	X	X	September 16 - September 20, 2019	College Application and Exploration Week is a statewide event designed to build excitement around the college application and college-going process. High schools participating in College Application and Exploration Week set aside time and space during the school day for seniors to complete at least one application for admission while receiving the encouragement and assistance of school, college and community volunteers. Schools serving middle and 9th -12th grade students will use this week as a targeted time for college exploration. Activities may include: college admissions visits, college spirit days, workshops, college door decorating contest, etc. Regional coordinators will work with sites to devise College Application and Exploration Week plans. It is expected that a good faith effort is made for every senior student to apply to at least one postsecondary institution. College App week activities are required; however there is flexibility in which week the required activities take place. Please make certain that your College APP week is during a favorable time period to ensure school and community buy-in.
College Signing Day (target: 80% - 100% of student population)	X	X	May 31, 2020	College Signing Days are simple ways to celebrate students, their accomplishments, and their futures. During a College Signing Day, graduating seniors publicly announce the college they have chosen to attend in front of families, supporters, and the entire student body. Cohort students should attend the College Signing Day event. The GEAR UP TN central office will provide resources to assist in the planning and implementation of College Signing Days.
High School/College Transition Workshop (target: 80% - 100% of student population)	-	X	May 31, 2020	Site coordinators are asked to host a college transition workshop for 12th grade students. Content of the workshop will focus on student success skills, such as study skills and time management, as well as college knowledge such as the function of offices like the bursar and registrar.
Summer Melt (target: 80% - 100% of college-intending students)	-	X	Summer 2019	Summer programs for 12th grade students (graduates) should focus on reducing summer melt and increasing student success in postsecondary education. Summer activities could include assisting in coordinating student meetings, bridge program administration, visit to enrolled institutions, study skills, financial literacy and budgeting seminars, etc. Sites should strive to contact each graduating senior to confirm their postsecondary plans and help them work through matriculation obstacles/barriers.

GEAR UP TN 3.0 Required Services Chart

Educator Professional Development

Minimum Grant Services Per School	9th	12th	COMPLETION DEADLINE	Comments and Clarifications
GEAR UP TN Educator Orientation (90% - 100% of school staff)	X	X	September 1, 2019	Site coordinators and GEAR UP TN central office staff will jointly provide a GEAR UP TN orientation for 100% of school staff. Site coordinators will provide an orientation to teachers who are absent from the initial teacher in-service and for any new teachers hired after the start of school. This orientation will provide an overview of the GEAR UP TN project and the services that the project provides. The orientation should focus on the role every faculty member plays in increasing the number of students who access and succeed in higher education.
Two Pre-Approved Professional Development Activity for Educators	X	X	September 1, 2019 – FAFSA workshop May 31, 2020 – Sustainability Workshop	Site coordinators are asked to conduct a FAFSA team workshop and a GEAR UP TN sustainability workshop to meet the two Professional Development requirements. The FAFSA Team workshop will consist of teachers, counselors, administrators and volunteers. The focus of this workshop is the development of a FAFSA plan to meet the FAFSA Frenzy requirement and pilot program sustainability. The GEAR UP TN sustainability workshop will assist site coordinators in capturing the school's plan to sustain GEAR UP TN efforts, including examples of classroom, school-wide, and district level initiatives that can persist with or without GEAR UP TN funding. The expectation is that each of the workshops will result in a documented plan of action that is submitted to your regional coordinator.
Travel to the National Council for Community and Education Partnerships (NCCEP) Annual Conference (July, 2019) and Capacity-Building Workshop (February, 2019)	X	X	July, 2019 and February, 2020	Include travel funds to attend the July 2019 Annual Conference (required) and the February 2020 GEAR UP Capacity Building Workshop (optional) hosted by the National Council for Community and Education Partnerships. GEAR UP TN project directors and site coordinators are expected to attend the July 2019 Annual Conference and Capacity Building Workshop. Other key grant personnel, such as directors of schools and principals, may also attend with prior approval. Each Collaborative should budget \$3,000 for grant personnel to attend the Summer event.

GEAR UP TN 3.0 Required Services Chart

Grant Implementation

Minimum Grant Services Per School	9th	12th	COMPLETION DEADLINE	Comments and Clarifications
Regional Site Coordinator Meetings	-	-	Ongoing	GEAR UP TN central office staff will convene site coordinators on a regular basis to share best practices, report on grant implementation, and discuss opportunities for collaboration among sites.
Completion of Monthly Activity Plan (MAP), Completed Activity Report (CAR), Compass data entry, Reimbursement Request, match documentation, and Over \$1000/\$5000 Purchase Requests.	-	-	10 th of each month 15th of Each Month,	GEAR UP TN sites will complete and submit the following: 10th of each month – Completed Activity Report (CAR) and the Compass CAR 15th of each month - Monthly Activity Plan (MAP),, reimbursement requests, Match documentation and any Over \$1000 or \$5000 Purchase Requests. Additionally, all COMPASS entries for the prior month must be entered by the 15th of each month.
Three College Access Steering Committee meetings	-	-	September, 2019, March, 2020, and Summer 2020	The College Access Steering Committee meetings should focus on developing project sustainability, resource development, building new partnerships, and expanding a college-going culture in direct-service schools.
Collect GEAR UP surveys from GEAR UP TN 9th grade students. (75% of student population)	X	-	December 31, 2019	You are asked to administer surveys to your students to assess their attitudes, expectations and knowledge about GEAR UP TN and postsecondary access programs. We will provide you with paper and online versions of the survey, in an effort to meet the diverse needs of your schools.
Establish the College Access Steering Committee	-	-	September 30, 2019	Please provide your College Access Steering Committee roster to your regional coordinator.
Update District Contact Information	-	-	September 30, 2019	Please provide any changes in district administration to Melinda.dunn@tn.gov

GEAR UP TN 3.0 Required Services Chart

Grant Implementation

Minimum Grant Services Per School	9th	12th	COMPLETION DEADLINE	Comments and Clarifications
Collaborative Annual Performance Report	-	-	February 28, 2020	Each GEAR UP TN Collaborative will complete a Collaborative Annual Performance Report. This report will provide a narrative update on GEAR UP TN grant implementation and will be a means of collecting information for Tennessee's statewide GEAR UP TN Annual Performance Report. Collaboratives will receive the Annual Performance Report template prior to the end of the Fall semester.
Travel to the mandatory GEAR UP TN Kickoff meeting	-	-	August, 2020	Project directors and site coordinators from each Collaborative are required to attend the kickoff meeting held in Nashville, TN. Topics covered will include college access professional development, data collection, and fiscal policies.
Professional development offered by the GEAR UP TN central office	-	-	Dates To Be Determined	During Year 2, the GEAR UP TN central office plans to offer several professional development opportunities via webinar and in-person. Please budget travel expenses for the site coordinator and at least one additional Collaborative representative to attend three separate day-long professional development sessions to be held in Nashville, TN.
Collect senior student cell phone numbers (80% - 100% of student population)	-	X	May 15, 2019 (ongoing updates) thereafter)	Collect cell phone numbers for senior students to be used in text communications throughout the school year.
Data submission	-	-	Ongoing	Submit required data as requested by the GEAR UP TN central office. Requests will include but are not limited to: service delivery data, transcript data, and teacher/parent rosters.
One Programmatic Site Visit	-	-	May 31, 2020	A site visit will be scheduled by the GEAR UP TN central office staff to discuss Year 2 implementation. Attendees should include the director of schools (or designee), the project director, site coordinator(s), relevant GEAR UP TN staff, and others as needed. (This activity does not need to be on your work plan.)
One Fiscal Site Visit	-	-	Spring 2020	A site visit scheduled by the GEAR UP TN fiscal manager to audit grant financial records. (This activity does not need to be on your work plan.)